



## ***New Residential Permit Submittal Requirements***

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted along with a completed permit application form.

***If submitted electronically one copy is sufficient.***

**Site plans (plot plans)** drawn to a scale of 1" = 20'. Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, and the address and legal description of the lot.

**Floor plans** drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, cabinets and fixtures, and ceiling heights.

**Exterior elevation plans** drawn to a scale of 1/4" = 1'. Exterior elevation plans must show exterior materials, windows and doors, roof slopes, chimneys, and overhangs.

**Structural plans**, where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers, and beams.

**Foundation plans** (must be sealed by a State of Texas Licensed Engineer or Foundation Detail (Refer to IRC for additional requirements) drawn to a scale of 1/4" = 1'. Foundation plans must show all dimensions, location and spacing of beams, location of post-tensioning cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post-tensions cable details (if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.

**Engineer's foundation design letters.** Letters must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.

**Engineered Wind Bracing Plans – comply with current adopted City Codes**

**Masonry on Wood details**, if applicable. Masonry on wood details must be sealed by a State of Texas Licensed Engineer or built to the International Residential Code details.

**Electrical plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.

**Plumbing plans** (may be combined with floor plan) drawn to a scale of 1/4" = 1'. Plumbing plans must show location of fixtures, water heaters, and gas outlets.

**Energy Compliance Report ([www.energycodes.gov](http://www.energycodes.gov)) (IC3 reports: <http://ic3.tamu.edu>)**

**NOTE:** A Form Survey sealed by a State of Texas Licensed Surveyor will be required to be on site for the Plumbing Rough Inspection.

City of Wallis, 6810 Guyler, Building B, Wallis TX 77485  
Phone: 979-478-6712 – Fax: 979-478-7537  
[permits@wallistexas.org](mailto:permits@wallistexas.org)  
Home Page: [www.wallistexas.org](http://www.wallistexas.org)



## ***Residential New Home Building Requirements***

This document is not meant to modify any Federal or State laws or City ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

### **Building Permit**

Before a building permit will be issued, all plans and documents related to the permit application must be approved by the Building Department and Floodplain Administrator. Approved permits must be picked up at the City Hall prior to work beginning and retained on site during construction. **Permit becomes void if construction does not commence within 180 days from permit issuance.**

A permit fee must be paid upon submission of the building permit application for all new residential construction. All permit fees are non-refundable.

All Contractors performing work within the City must be registered with the City and provide Proof of Liability Insurance.

### **Plan Review**

The City will verify submittal documents are complete and forward for Plan Review. The City will contact the applicant directly if additional information and/or documents are required, and to discuss any noncompliance or deviation from City zoning and adopted Code requirements.

### **Inspections**

Request inspections by calling City Hall (979) 478-6712 or e-mail to [permits@wallistexas.org](mailto:permits@wallistexas.org)

The permit packet which includes the approved plans and documents and all inspection tickets must be on site at the time of inspection.

**The building final inspection must be passed and Certificate of Occupancy issued prior to occupancy of the building.**

### **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers **MUST** be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion. NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.



## ***Residential New Home Inspections***

Please Contact City Hall to request inspection(s), (979) 478-6712. Please allow 24 hours for inspections to be scheduled. Once schedule, most inspections can be done on the same day.

**Inspections for each group below must be called in at the same time. A contractor should not request an inspection in a new group until inspections in the previous groups are approved.**

**Group 1**

T-Pole

**Group 2**

Plumbing in-ground

**Group 3**

Foundation

**Group 4**

Framing  
Electrical Rough Plumbing Top-Out Mechanical  
Rough

**Group 5**

Energy Insulation

**Group 6**

Meter Loop Underground

**Group 7**

Brick tie inspection

**Group 8**

Driveway/walkway , inspection only were they  
meet the street.

**Group 9**

All finals  
Certificate of Occupancy

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6810 Guyler, Building B  
 Wallis, TX 77485

## Residential Permit Application

<b>Building Permit Number:</b> _____		<b>Valuation:</b> _____	
<b>Project Address:</b> _____		<b>Zoning:</b> _____	
<b>Lot:</b> _____	<b>Block:</b> _____	<b>Subdivision:</b> _____	
<b>Project Description:</b>	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER: _____
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
<b>Description of Work:</b>			
<b>Area Square Feet:</b>		<b>Covered</b>	<b>Number of stories:</b>
Living: _____	Garage: _____	Porch: _____	Total: _____
<b>IS THIS PROPERTY IN A FLOODPLAIN:</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, provide Flood Plain Certificate</i>			

<b>Owner Information</b>			
<b>Name</b> _____		<b>Contact Person:</b> _____	
<b>Address:</b> _____			
<b>Phone Number:</b> _____		<b>Mobile #</b> _____	<b>Email:</b> _____

Contractor Type	Contact Person	Phone Number/Email	Contractor License Number <input type="checkbox"/>
<b>General Contractor</b>			<input type="checkbox"/>
<b>Mechanical Contractor</b>			<input type="checkbox"/>
<b>Electrical Contractor</b>			<input type="checkbox"/>
<b>Plumber/Irrigator</b>			<input type="checkbox"/>
<b>TPO Energy Provider</b>			<input type="checkbox"/>

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY:**

<b>Approved:</b> _____	<b>Date:</b> _____
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Building Permit Fee: _____	Meter Deposit Fee: _____	<b>Total Fees:</b> _____
Plan Review Fee: _____		<b>Receipt #:</b> _____
Plumbing Permit Fee _____		<b>Issued Date:</b> _____
Electric Permit Fee _____		<b>Issued By:</b> _____
Sewer Tap Fee _____		BV Project # _____

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Wallis, TX 77485

Phone: (979) 478-6712  
Fax: (979) 478-7537



CONTRACTOR REGISTRATION FORM  
REGISTRATION FEE \$100

CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE. All unlicensed contractors must have \$10,000 Surety Insurance showing City of Wallis, 6810 Guyler St. Bldg. B Wallis, TX 77485 as certificate holder. All state licenses must be current in order to complete the contractor registration process and obtain a permit with the City of Wallis. (All plumbers, electricians and mechanical contractors are exempt from the Registration Fee).

REGISTRATION FEE – EXPIRES ONE YEAR FROM DATE BELOW

Registration Fee - \$100.00

Check \_\_\_\_\_

Cash \_\_\_\_\_

Date: \_\_\_\_\_

Credit Card \_\_\_\_\_

List all persons employed with your company authorized to purchase permits under your registration and call for inspections. (Note: All permit applications must be signed by the master, including contractor registration form.

1. \_\_\_\_\_

TDL \_\_\_\_\_

2. \_\_\_\_\_

TDL \_\_\_\_\_

3. \_\_\_\_\_

TDL \_\_\_\_\_